

✓/10/85
Chr. 400

ADMINISTRATIVE - INTERNAL USE ONLY

FBIS-1718/35

20 OCT 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Chief Nurse, OIS

STAT FROM: [redacted]
Director, Foreign Broadcast Information Service

STAT SUBJECT: Request for Advance of 160 Hours of Sick Leave -
[redacted]

STAT 1. Paragraph 3 of this memorandum requests your approval of
160 hours of advanced sick leave for [redacted]

STAT 2. [redacted] has to her credit 4 hours sick leave and 27 hours
annual leave through the pay period ending 12 October 1985. She will be
incapacitated from 31 October 1985 to 29 November 1985. A physician's
statement is attached.

STAT 3. I recommend [redacted] request be approved.
[redacted]

STAT Attachment:
Physician's Statement

CONCUR:

Chief Nurse, OIS

Date

APPROVED:

Director of Personnel

Date

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STAT SUBJECT: Request for Advance of 160 Hours of Sick Leave -

[redacted]

STAT DDS&F/FBIS/Per: [redacted] (24OCT85)

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STAT